Government of Saskatchewan

Annual Report 1988-1989

Saskatchewan
Urban Affairs

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Letters of Transmittal

The Honourable Sylvia Fedoruk, O.C., S.O.M.
Lieutenant Governor
Province of Saskatchewan

Madam:

I have the honor of submitting the annual report of the Department of Urban Affairs for the year ending March 31, 1989.

Respectfully submitted,

Patricia A. Smith
Minister of Urban Affairs

Hon. Patricia A. Smith

The Honourable Patricia A. Smith
Minister of Urban Affairs
Regina, Saskatchewan

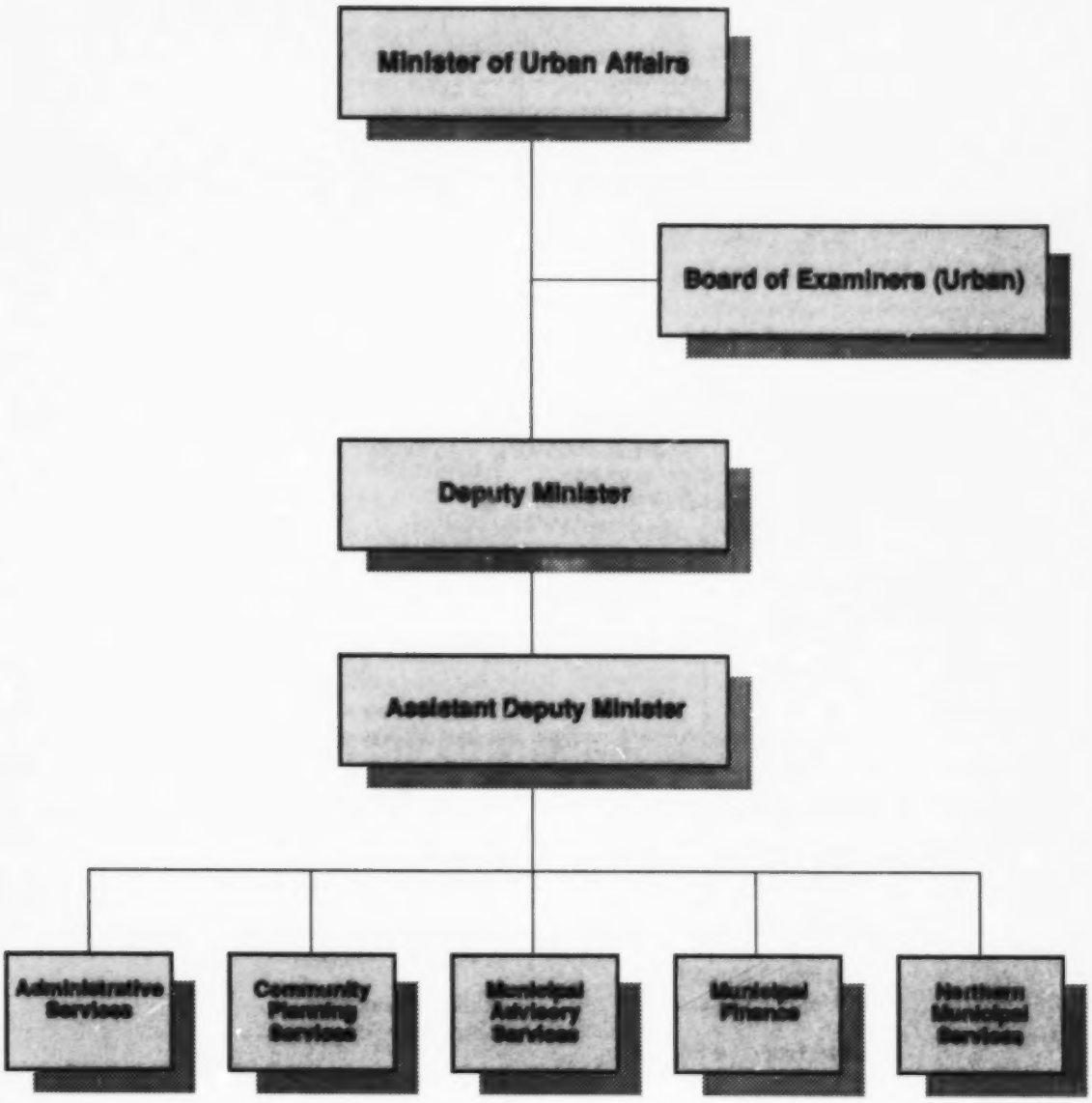
Madam:

I have the honor of submitting the annual report of the Department of Urban Affairs for the year ending March 31, 1989.

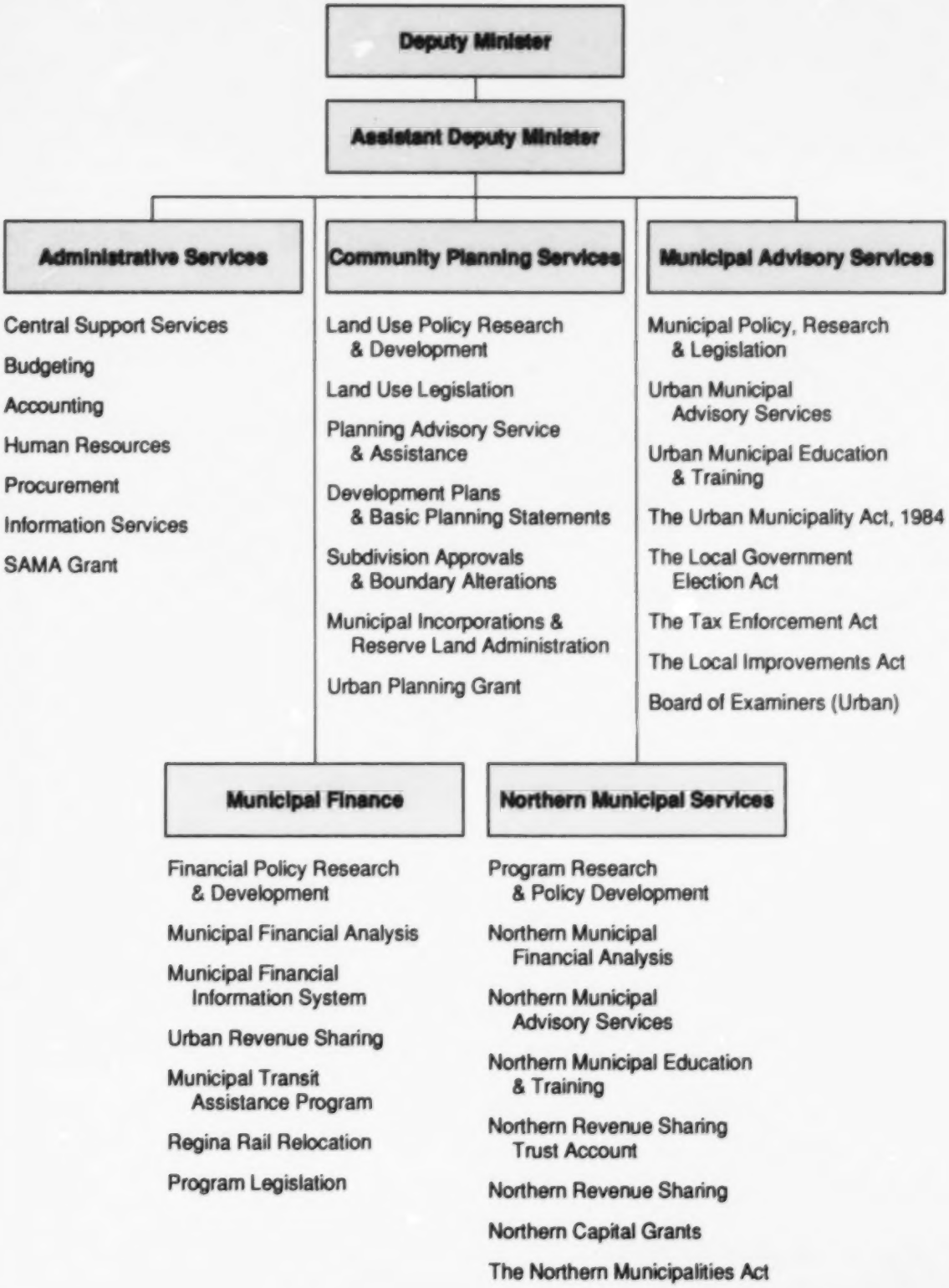
Respectfully submitted,

D.M. Innes
Deputy Minister of Urban Affairs

Organization Chart



Department Branches and Programs



Deputy Minister's Message

The challenge of maintaining and supporting a viable system of urban and northern government within the province continued in 1988-89. Demand for increased government accountability, both provincially and municipally, and the need for improved services at a lower cost, continued to be high priorities with the public. The department was able to meet many of these challenges during the fiscal year and is continuing to explore areas of improvement.

Service Highlights:

- Preparation of training and information materials on community planning processes and procedures for municipal officials.
- A public information campaign to inform and educate the public about the new provisions in **The Urban Municipality Act, 1984** regarding the control of dangerous dogs.
- Production of two new brochures, explaining the key steps and requirements for voting in and running as a candidate in the municipal elections held in October, 1988
- Production of five manuals for council members and administrators on topics such as council meeting procedures and municipal election administrative procedures.
- Implementation of procedures requiring Saskatchewan cities to prepare and publish municipal public accounts, which will provide the public with improved information regarding municipal finances.

Program Highlights:

- Provision of $67 million in revenue sharing grants to urban municipalities.
- Provision of $5.6 million in revenue sharing and $1.3 million in capital grants to northern municipalities.
- Provision of $3.4 million in transit grants for urban municipalities.
- Provision of $1.9 million for urban parks in Regina, Saskatoon, Moose Jaw and Swift Current.

I would like to take this opportunity to compliment all department staff for their dedication and efforts in helping us achieve our goals and objectives during the past year.

We also thank the various municipal interest groups such as the Saskatchewan Urban Municipalities (SUMA) and the Urban Municipal Administrators' Association of Saskatchewan (UMAAS), and the Provincial Association of Resort Communities of Saskatchewan (PARCS) for their feedback and input on program development. In this way we are able to tailor our programs to meet the specific needs of the municipal sector.

Department Goals

Mission Statement

To support and maintain a viable system of urban government within the Province, by providing administrative, financial and technical assistance to urban and northern municipalities, assisting them in meeting the needs of their residents for services and facilities.

Goals:

- To maintain a legislative framework that meets the changing needs of urban and northern governments and provincial interests.
- To establish and maintain a framework of financial programs that assists urban and northern municipalities with the cost of providing services and facilities to their residents and reflects the changing fiscal circumstances of local governments and the province.
- To support and enhance the administrative and decision-making capabilities of urban and northern municipalities in the conduct of their affairs.
- To inform, advise and consult with urban and northern municipalities and the public on legislation, regulations, procedures and policy alternatives.
- To ensure and facilitate municipal compliance with legislative requirements, keeping in mind the interests of the wider public, by reviewing and regulating certain decisions of urban and northern councils.
- To provide a planning service including subdivision approval, directly to the public on behalf of those urban and northern municipalities that do not currently possess the resources to provide the service.
- To develop policies and strategies to assist the department in implementing the government's objectives relating to urban and northern municipalities.
- To provide a climate within the department conducive to professional productivity, growth and creativity.

Administrative Services

Mission Statement

To provide service and support in the direction, co-ordination and control of the centrally administered functions of financial and asset management, human resource planning and development, and information processing for the department.

The branch also administers the grant to the Saskatchewan Assessment Management Agency.

Financial Management

Goal: To provide effective financial management service and support in the areas of accounting, budgeting and expenditure/revenue control in accordance with government, department and central agencies guidelines and directives.

During 1988-89 the branch processed payments for the department totalling $88.8 million and received revenues of $1.5 million.

Asset Management

Goal: To provide effective asset management, service and support of the procurement and maintenance of office supplies, equipment and space, and the department's vehicle fleet.

In 1988-89 the branch was responsible for the management of office supplies, equipment and space for five office locations: Regina, Saskatoon, Prince Albert, La Ronge and Buffalo Narrows.

The branch was also responsible for the management of 14 CVA vehicles in the department for a total mileage of 252,910 km.

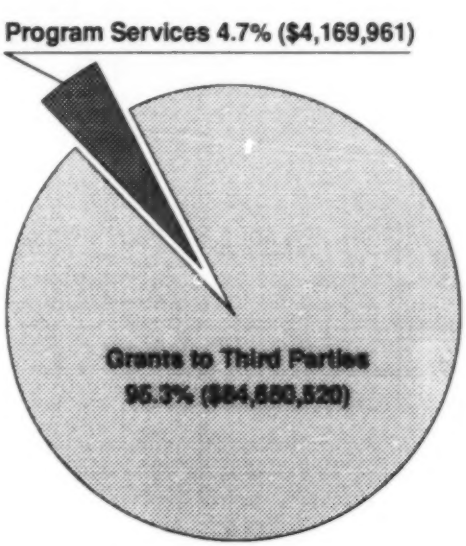
Human Resources

Goal: To provide effective human resource management, service and support in the areas of personnel/payroll policies and procedures administration, interpretation and implementation of the collective agreement and public service regulations, and staffing, classification, performance evaluation and management/employee relations.

During the year there were 75 permanent and 3.8 non-permanent positions in the department for a total of 78.8 person years.

Saskatchewan Urban Affairs

Percentage Allocation of Department Expenditures for 1988-89 ($88,820,481)



Percentage Allocation of Department Revenues for 1988-89 ($1,460,246)

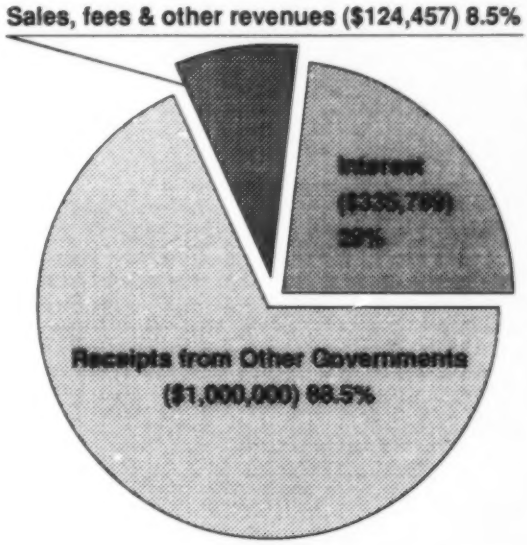


Table No.1

Branch	Permanent	Non-Permanent	Total
Executive Administration	7.0	1.5	8.5
Administrative Services	7.0	1.2	8.2
Municipal Finance	12.0	.5	12.5
Community Planning Services	30.0	-	30.0
Municipal Advisory Services	6.0	-	6.0
Northern Municipal Services	13.0	.6	13.6
Total	75.0	3.8	78.8

Information Services

Goal: To manage the requirements for the department's external communications needs in accordance with department and government guidelines and policies.

During the year the Information Services Unit produced the following publications for distribution to municipal officials and, on request, to members of the public:

- "Municipal Scene" — a periodic newsletter on the programs and policies of the department.
- 1989 Municipal Directory — a directory listing of the more than 800 urban, rural and northern municipalities and their elected officials.
- 1989 Municipal Calendar — a calendar of administrative deadlines and statutory requirements.

This unit also arranges for the printing of material for other branches and prepares news releases on new programs and policy directions.

Table No.2

1988-89 Expenditures

Program Services		$ 4,169,961
Grants to Third Parties		84,650,520
		$88,820,481

Program Services:

Administration		$1,274,720
Municipal Finance		455,426
Community Planning Services		1,103,473
Northern Municipal Services		579,458
Municipal Advisory Services		317,601
Saskatchewan Property Management Corporation		402,212
Members of the Executive Council		37,071
		$4,169,961

Grants to Third Parties:

Urban Revenue Sharing		
General	$66,705,179	
Fire	292,220	$66,997,399
Meewasin Valley Authority		830,632
Wakamow Valley Authority		98,301
Wascana Valley Authority		877,042
Swift Current Chinook Parkway		103,215
Local Studies and Research		13,918
Transit Grants		
Municipal	$1,697,154	
Disabled	1,696,244	3,393,398
Northern Revenue Sharing		5,252,700
Saskatchewan Assessment Management Agency		7,071,800
Community Planning Grants		12,115
		$84,650,520

Community Planning Services

Mission Statement

To provide an effective framework for land use management at the provincial and local level and to enhance the planning capability of urban and northern governments for the benefit of their residents by providing community planning services, advice and assistance to those governments and the public.

Legislation

Goal: To maintain a legislative framework for effective land use management.

Goal: To efficiently administer legislation and regulations.

The Community Planning Services Branch is responsible for **The Planning and Development Act, 1983, The Municipal Expropriation Act,** and sections of **The Urban Municipality Act, 1984** and **The Northern Municipalities Act** related to annexations, incorporations and status changes.

The branch also administers The Subdivision Regulations providing an approval and advisory service to the general public, developers and local municipal governments in the development of land.

The administration of the legislation and regulations involved the branch in the review and approval of Development Plans, Basic Planning Statements, Zoning Bylaws; applications for annexations, incorporations and status changes; and expropriation proposals in urban municipalities.

The branch issued decisions on all subdivisions in most urban municipalities, in the two Qu'Appelle Valley planning districts and in Northern Saskatchewan. Nine cities have been delegated subdivision approval authority and can decide on subdivision applications within their boundaries.

Pending amendments to **The Planning and Development Act, 1983** to allow the transfer of the ownership of dedicated lands to the municipalities, the branch continued the administration of The dedicated Lands Regulations under the planning legislation. At present the titles of public reserve lands are in the name of the Crown. Reserves are then leased to local authorities for school, recreational, parks and other public uses. At the request of local governments, the Minister may exchange, sell or alter the boundaries of reserves.

In 1988-89 the branch prepared amendments to **The Planning and Development Act, 1983** to further enhance urban municipal autonomy in community planning and development matters. The Bill to enact these amendments is scheduled for introduction in the spring, 1989 session of the legislature.

Planning Advisory Services

Goal: To provide planning service assistance and advice to local governments and to the public.

In meeting this goal, the branch staff provided professional and technical planning assistance to municipalities, developers and the public on land use matters and the development of appropriate planning tools. Assistance was provided from offices located in Prince Albert, Regina and Saskatoon.

Approximately 281 visits were made by branch staff to communities of various sizes. Staff members were available during these visits for general advisory consultations. They also met frequently with councils and urban administrators on specific planning programs or issues.

During 1988-89 the branch staff also handled about 4,500 telephone inquiries and in-person contacts by municipal officials, developers, private citizens and staff of other government agencies on planning and subdivision development matters.

The chart on the following page shows the branch achievements in the planning advisory role during the 1988-89 fiscal year.

The branch reviewed and commented on subdivision applications and other matters of intermunicipal interest referred by the Community Planning and Development Services Branch in Saskatchewan Rural Development. During the year branch staff reviewed 121 referrals. The two Corporate Planning Districts in the Qu'Appelle Valley continued to receive planning advice from branch staff.

In addition to serving as a review agency, the Prince Albert office provided detailed planning and development advice to northern municipalities. Since most of the land in and around northern communities is Crown-owned, the Prince Albert office has taken a lead role in assisting northern municipalities in creating and developing new subdivisions.

Table No. 3

Projects		Approvals	Refusals
Development Plan:	Bylaw	1	
	Amendments	5	
Basic Planning Statements:	Bylaws	18	
	Amendments	Nil	
Zoning:	Bylaws	18	
	Amendments	196	
Subdivisions:	Applications	462	
	Reapprovals	Nil	
	Referrals	121	
Municipal Boundary Alterations:	Cities	1	
	Towns	13	
	Villages	2	
Municipal Incorporations:	Status Changes	6	
	Name Change	Nil	
	Expropriations	Nil	
Public Reserves:	Easements	111	
	Land Exchange	3	
	Leases	32	
	New Reserves	106	
	Others	11	

The branch continued to identify suitable Crown lands, within the boundaries of northern municipalities, for transfer to the municipalities for future developments.

Planning Policy and Special Projects

Goal: To remain current in the latest planning policy developments and to facilitate the implementation of new planning initiatives of the department/branch.

The branch completed the preparation of training and information material on community planning processes and procedures for municipal officials. As part of its training program, eleven training workshops were conducted in various centres of the province on the authority and responsibilities of municipal councils in the land subdivision process.

The branch also reviewed and provided comments on all public and private development projects referred by Saskatchewan Environment and Public Safety under the Environmental Impact Assessment process.

During 1988-89, five towns and villages received planning grants under the Urban Planning Grant program. The purpose of this program is to provide financial assistance to small urban municipalities for hiring planning consultants. To assist the municipalities in hiring planning consultants, the branch also prepared a Guide and a general term of reference for preparing "small town" plans and zoning bylaws. This service is now provided to small urban municipalities on request.

Municipal Advisory Services

Mission Statement

To support and assist local governments in meeting their administrative and governing responsibilities within the context of provincial legislation.

Advisory Services

Goal: To assist and support urban municipal governments in meeting their legal, administrative and fiscal obligations by providing advisory services to appointed and elected municipal officials.

Administrative problems and procedures relating to municipal law, accounting and general administration were resolved on a daily basis by staff who handled approximately 4,400 telephone inquiries and 660 written inquiries largely from urban municipal clerk/administrators. Staff attended 20 meetings, mainly with councils, and visited 60 urban municipal offices during the past year.

In addition, to foster and encourage effective municipal administration, a series of workshops was held for appointed and elected municipal officials. During the past year, 26 workshops were held on election procedures, council meeting procedures, tax enforcement and communications.

Staff monitor the operations of urban municipal governments to ensure they are consistent with provincial legislative and regulatory initiatives and to protect the public/provincial interest in urban governments.

In response to requests from candidates and voters in municipalities, two new brochures were produced prior to the 1988 municipal general elections. These brochures, which were distributed to municipal offices throughout the province, provided ready reference to some of the key steps and requirements for elections that the general public and potential candidates inquire about most often.

During the course of regular visits to municipal offices, advisory staff inspected and evaluated the performance of urban municipal administrators for certification by the Board of Examiners. In 1988-89 10 certificate inspections were conducted on behalf of the Board of Examiners.

Advisory Staff also assisted in conducting public meetings and votes of electors required by statute for the incorporation of hamlets into villages and resort villages.

Policy and Legislative Services

Goal: To update and maintain an appropriate legislative, regulatory and policy framework for effective and efficient urban municipal government.

The Municipal Advisory Services Branch is responsible for a number of statutes that provide enabling powers for more than 500 urban municipalities:

The Urban Municipality Act, 1984 and its regulations.
The Local Government Election Act and its regulations.
The Controverted Municipal Elections Act
The Tax Enforcement Act
The Local Improvements Act
The Municipal Expropriation Act
The Time Act
The Lloydminster Municipal Amalgamation Act

Branch staff consult with numerous departments on other legislation that directly affects urban municipalities. Consultation also takes place with local government organizations including the Saskatchewan Urban Municipalities Association and the Urban Municipal Administrators' Association of Saskatchewan on a regular basis regarding existing legislation and the need for amendments to municipal statutes.

During the fiscal year major amendments were made to **The Urban Municipality Act, 1984**, the key act stipulating municipal powers and duties. Amendments were also prepared for **The Local Government Election Act** and **The Controverted Municipal Election Act**.

Regulations were enacted under **The Urban Municipality Act, 1984** and under **The Local Government Election Act**. The branch is also responsible for the Board of Examiners' regulations pursuant to **The Department of Urban Affairs Act**.

This branch exercises a lead role in the preparation of reports, option papers, briefing material and correspondence on topical urban issues such as store hours, dangerous dogs, local elections, and tax exemptions. This activity often culminates in new and revised legislation and regulations in these policy areas.

A province-wide public awareness campaign outlining the new dangerous dog controls as contained in amendments to **The Urban Municipality Act, 1984** was undertaken to coincide with the proclamation date of the legislation. The campaign provided for distribution of posters and brochures to the general public and dog owners through veterinary clinics, municipal offices and dog owner groups throughout the province.

Branch responsibilities include advising senior management and the minister on the authority and responsibilities of urban municipalities. The branch assesses and develops proposals to increase the effectiveness of local government.

Staff was also involved in various inter-departmental legislative initiatives regarding building standards, health clinics and senior citizen housing.

Extension Services

Goal: To promote efficient and effective urban municipal administration by providing educational and reference materials for urban municipal officials.

In 1988-89 the following manuals were completed and distributed to urban municipalities:

- 3,500 Council Member Handbooks for all urban council members, clerks and administrators;
- 3,500 Council Meeting Procedures manuals for all urban municipal clerks, administrators and council members;
- 1,000 Local Government Election Returning Officer manuals for use by urban and northern municipalities and school divisions;
- 2,400 Local Government Election Deputy Returning Officer manuals for urban and northern municipalities and school divisions;
- 50 Resort Village Local Election manuals for use by urban resort communities.

In addition, work began on other manuals for local government officials. A Tax Enforcement manual for urban administrators, legal personnel and land titles registrars was drafted. Initial consultation and research began on a Bylaw Preparation and Procedures manual and on a Local Improvements manual to reflect proposed changes to **The Local Improvements Act**.

In consultation with Saskatchewan Education, election timetables and numerous other materials were prepared for use in the 1988 general local government elections held in all urban municipalities and school divisions.

Eleven Urban Municipal Bulletins on legislation and key municipal administration procedures were prepared and distributed to cities, towns and villages.

Effective urban municipal government was promoted through liaison and joint projects with other government departments or agencies (e.g. interdepartmental initiatives respecting building standards, emergency measures, pest control, resort communities and tax enforcement).

During the fiscal year the Urban Municipal Board of Reference was established to investigate, on application, the dismissal by council of a clerk or administrator. In addition, the branch developed terms of reference for urban municipal investigations.

Liaison and consultation on a number of issues took place with municipal interest groups (e.g. Saskatchewan Urban Municipalities Association, Urban Municipal Administrators' Association of Saskatchewan, Provincial Association of Resort Communities).

Municipal Finance

Mission Statement

To encourage the financial health of urban municipalities by providing financial assistance and a policy and legal framework that is responsive to changing needs and conditions, that assists municipalities in addressing the service and facility needs of their residents, and that promotes municipal efficiency, responsibility and accountability.

Program Administration and Policy Analysis

Goal: To provide policy/financial analysis and effective and efficient administration of financial programs directed to urban municipalities.

During the year the branch was responsible for the following financial programs:

- Urban Revenue Sharing
- Urban Transit Programs
- Urban Park Program and Studies
- Downtown Revitalization

The branch undertakes policy analysis and prepares reports and recommendations relating to various local government financial and other issues such as: municipal infrastructure, improved municipal accountability, business tax and licensing, amendments to **The Urban Municipality Act 1984**, economic development, tax exemptions, and resolutions from the Saskatchewan Urban Municipalities Association (SUMA).

The branch also undertakes financial analysis of individual municipalities' financial problems, and requests for funding assistance or special consideration, and provides the government with results and recommendations in this respect. Some examples include financing of different types of municipal facilities such as lagoons, roads, recreation facilities and water supply.

Urban Revenue Sharing

Revenue sharing is a program under which the provincial government transfers a part of its revenues to municipalities.

The branch is responsible for the planning, policy analysis, and administration of the Urban Revenue Sharing Program. This includes unconditional grants and conditional intermunicipal programs.

During 1988-89 a committee consisting of the executive of the Saskatchewan Urban Municipalities Association (SUMA) and staff of the department continued the practice of reviewing the Revenue Sharing Program.

The relative amounts of the components of Urban Revenue Sharing are:

Table No.4

	1986-87	1987-88	1988-89
Unconditional	$66,284,173	$66,112,824	$66,705,179
Fire Protection	280,780	293,321	292,220
Recreation	521,611	190	-
Total	$67,086,564	$66,406,335	$66,997,399

Distribution Formula for Unconditional Revenue Sharing

The basic, per capita, and foundation grant components of Urban Revenue Sharing are unconditional and a municipality is free to use these funds according to its priorities. These grants account for approximately 99 per cent of the total revenue sharing pool.

For 1988-89 the overall level of operating assistance was increased by .9 per cent from 1987-88. Steps were also taken to ensure that no community received a decrease of more than three per cent in revenue sharing funding. Increased provincial funds were provided to cover this safety net. Without this modification, 229 communities would have faced deeper reductions, some as much as 20 per cent.

The basic grant is payable to all urban municipalities and is of considerable importance to very small communities. During the year under review a total of $1,642,600 was paid to municipalities in basic grants.

Population	Grant
0-149	$2,700
150-299	3,300
300-499	3,700
500-3,999	3,500
4,000+	3,100

A uniform per capita amount of $51.51 per resident was also paid based on Health Insurance Registration (HIR) adjusted 1986 census population data. During the year under review a total of $38,045,080 was paid to municipalities in per capita grants.

The foundation grant is intended to help equalize the ability of comparable communities to provide an average level of services. Approximately 95 per cent of urban municipalities receive a foundation grant. During the year under review a total of $26,410,546 was paid to municipalities in foundation grants.The balance of the unconditional revenue sharing payments was the value of the -3 per cent safety net.

Conditional Intermunicipal Programs

The Intermunicipal Fire Protection and Intermunicipal Recreation Programs are conditional grants under revenue sharing which provide per capita assistance for the provision of fire protection and recreation services. They are intended to stimulate intermunicipal co-operation. The branch continues to administer the fire program for delivery to urban and rural municipalities and the recreation program to rural municipalities.

Intermunicipal Fire Protection Program

A municipality that enters into a written agreement with one or more urban or rural municipalities to provide fire protection services on a co-operative basis is eligible for funding under this program. As of March 31, 1989, 386 urban municipalities and 275 rural municipalities participated in the program.

Grants were calculated on the basis of $1 per capita based on the 1986 federal census up to a maximum of $10,000. Grants paid were as follows:

Table No.5

	1986-87	1987-88	1988-89
Urban Municipalities	$280,780	$293,321	$292,220
Rural Municipalities	215,028	213,842	208,744
Total	$495,808	$507,163	$500,964

Intermunicipal Recreation Program

Rural municipalities entering into a written agreement with one or more urban or rural municipalities to share operating and maintenance costs of recreation facilities are eligible for funding. Recreational facilities are defined in the broad sense to include facilities for sports, arts, culture, and leisure-time activities.

The grant is the lesser of 50 per cent of actual expenditures made by a municipality with respect to an agreement, or a per capita amount, based on the 1986 federal census, of $1 per capita, plus a basic grant of $100. This is paid annually to each municipality in the program. Grants paid were:

Table No.6

	1986-87	1987-88	1988-89
Urban Municipalities	$521,611	$ 190	$ -
Rural Municipalities	190,834	186,267	182,564
Total	$712,445	$186,457	$182,564

As of March 31, 1989, 212 rural municipalities were participating in the program.

Urban Transit

The branch provided policy advice and administered two programs that provide financial assistance for urban transit – the Municipal Transit Assistance Program and the Transit for the Disabled Program.

Municipal Transit Assistance Program

Under the Municipal Transit Assistance Program payments amounting to nearly $1.7 million were made to seven cities and two towns to assist with the operation of public transit. Operating assistance consists of per capita grants.

Transit for the Disabled

At the end of 1988-89 a total of 67 communities were participating in the Transit for the Disabled Program. A total of $1.7 million was paid out to these municipalities in grants during the 1988-89 year. This included more than $468,000 to cover the provincial contribution of 75 per cent of the cost of twelve new wheelchair lift-equipped buses and vans to provide transit service for the disabled and elderly.

The branch worked jointly with Saskatchewan Government Insurance and the Kinsmen Foundation to assist in the design of a new wheelchair restraint system.

Rail Relocation

During the year the City of Regina held a vote of its residents respecting Phase I rail relocation. The provincial government had confirmed its financial participation in Phase I rail relocation to a maximum contribution of $25 million, as well as its concurrence with the Canadian Transport Commission's earlier decision. This was subject to the results of the vote; residents approved relocation by a wide margin.

Urban Parks

The branch administered the Province's financial participation in the Meewasin Valley Authority in Saskatoon, the Wakamow Valley Authority in Moose Jaw, the Wascana Centre Authority in Regina and the Chinook Parkway in Swift Current.

These authorities receive annual funding in accordance with provincial legislation. In 1988-89 the Meewasin Valley Authority received a total of $830,631, the Wakamow Valley Authority a total of $98,301, the Wascana Centre Authority a total of $877,042 and the Chinook Parkway a total of $103,215.

Amendments to **The Wascana Centre Act** were prepared. Consultations were undertaken respecting funding formulas.

Downtown Revitalization

During the fiscal year the Province provided $624,889 as a loan to assist the City of Prince Albert to service the debenture debt incurred for the assembly of land used for the construction of the Prince Albert Gateway North Plaza. Those funds are expected to be repaid over time to the Province as revenues to the City of Prince Albert increase from the project.

The branch participated on the planning committee of the Mayor's Task Force on South Downtown in Saskatoon.

The branch also responded to requests for information from communities that expressed an interest in downtown revitalization.

Provincial Capital Fund Program

The Provincial Capital Fund Program was a two year, $34.6 million capital program established to assist urban municipalities with the acquisition or construction of capital works or purchase of equipment during the period January 1, 1985 to December 31, 1986.

During 1988-89 grants totalling $28,037 were paid out to municipalities on previously approved projects. This brings the total expenditure under the program to $34,088,697.

Business Tax

Provincial assistance to reduce local government business taxes was announced in the 1988-89 Budget Speech. Subsequently two sets of consultations were initiated. First, an interdepartmental committee was formed to consider how best to implement the provincial proposal and assist in defining the form provincial financial assistance should take.

Work commenced to implement business tax assistance in the 1989-90 fiscal year.

Legislation

Goal: To maintain a framework of legislation and regulations consistent with the branch mission statement.

The branch administered the following acts during 1988-89:

The Municipal Revenue Sharing Act 1984 and its regulations,
The Industrial Towns Act and its regulations,
The Wascana Centre Authority Act,
The Meewasin Valley Authority Act,
The Wakamow Valley Authority Act,
The Municipal Transit Assistance and Transit for the Disabled Program regulations.

The branch shared in responsibility for **The Urban Municipality Act, 1984**, with the Municipal Advisory Services Branch.

The branch completed new legislation, **The Municipal Board Act,** to establish the Saskatchewan Municipal Board (SMB), consolidating under a single new board the responsibilities and jurisdiction of the Local Government Board, the Provincial Planning Appeals Board, and the Saskatchewan Assessment Appeal Board and the Municipal Boundary Commission. The branch assisted with the transition to the new SMB effective October 1, 1988.

Municipal Finance also prepared legislative amendments and regulations under **The Urban Municipality Act, 1984** to require Saskatchewan cities to prepare and publish municipal public accounts, starting with their 1988 financial year. These will provide improved information to the public regarding municipal finances.

The branch also researched and developed new legislation pertaining to local improvements. The existing Act was enacted in 1963 and has had only minor amendments since then. It is used by urban and northern municipalities in financing construction of local infrastructure which specially benefits nearby property.

Lloydminster Charter

The branch is responsible for reviewing and evaluating submissions from the City of Lloydminster for various ministerial approvals required under **The Lloydminster Charter.**

Municipal Financial Reporting and Financial Information System

Goal: To have accurate and accessible municipal financial information which reflects both the current urban fiscal circumstances and recent changes.

Municipal Financial Reporting

The annual financial statements of all urban municipalities are reviewed to ensure legislative compliance and completeness. Ongoing communication is maintained with municipal auditors and administrators to ensure consistency and quality in financial information reported and to identify areas for improvement. Also current municipal budget and mill rate information is gathered and reviewed.

Financial Information System

All urban municipal financial information received is entered and stored in the departmental information system. This data base is used in program and policy development and in Revenue Sharing grant calculations.

New Municipal Financial Reporting and Information System

In 1988-89 the branch completed development of a new standard annual municipal financial statement and accounting manual based on extensive consultations with urban administrators, SUMA, and professional accountants. An improved computer system for the financial data was also developed and the hardware installed. These initiatives will provide enhanced accuracy of and accessibility to municipal financial data, beginning with the municipal fiscal year 1988.

Computer Support Services

The branch provides computer support services to the department. Consultative and technical support on mainframe, microcomputer and word processing systems is provided. The branch also provides a liaison with other public and private sector agencies to ensure the smooth delivery of computer services.

Northern Municipal Services

Municipal Advisory Services

Mission Statement

To support and maintain a viable system of northern municipal government in the province by regulating certain activities of northern local government councils and their employees to promote adherence to statutory requirements and by providing advisory and counselling assistance to northern local government elected and appointed officials and also to the public on northern municipal matters.

Goal: To assist northern municipalities to effectively perform their legislative and administrative responsibilities; to serve as administrator of nine northern settlements; to assist them in directing their current financial affairs and activities and in fostering their growth and development towards achieving autonomy as a northern hamlet if eligible.

During the year this section of the branch provided advice to northern local governments on a number of topics including municipal accounting, bylaw enactment, taxation and assessment, and other municipal topics. Major attention during the year under review was devoted to bringing all communities in line with annual budgeting and financial statement requirements.

Advisory services continued in its role of administering the nine northern settlements. The locally-elected advisory committees exhibited growing maturity with a number of the northern settlements making advances towards autonomous status as northern hamlets.

Efforts of the municipal advisory services section are also directed towards assisting those communities that presently have autonomy as northern hamlets and northern villages in moving to a higher level of municipal status.

For the first time since **The Northern Municipalities Act** came into force in 1983, advancement has been made in that area. The Northern Hamlet of Jans Bay became a northern village on October 1, 1988, followed by a similar change by the Northern Hamlet of Pelican Narrows on January 1, 1989.

Those communities which, as a result of visitations and a review of their financial statements showed indications of deteriorating financial positions, were provided extra on-going advisory services to assist them in improving their financial position.

In October the advisory services section took over the delivery of workshops for local government officials, due to the transfer of the education and training section. Two centralized and six individual workshops were conducted over the remaining six months. Topics included budgets and accounting.

Several workshops were conducted for newly-elected council members to introduce them to their responsibilities as municipal officials. One general workshop covering 'Local Government in Northern Saskatchewan' was also held jointly for the Canada Employment Centre and the Norsask Native Outreach office.

In carrying out their duties, the advisory services staff made 430 community visits, travelled more than 128,000 km., primarily by air, and responded to 5,000 inquiries.

Municipal Financial Services

Mission Statement

To effectively and efficiently administer the operation of the Northern Revenue Sharing Trust Account and the branch's municipal operating and capital grants programs.

Goal: To provide a full range of municipal accounting services to northern municipalities and recreational subdivisions, and support municipal growth through conditional and unconditional grants.

Northern Revenue Sharing Trust Account

The Northern Revenue Sharing Trust Account functions along the lines of a large municipal office, with responsibility for municipal revenue and expenditure administration.

Through the Northern Revenue Sharing Trust Account, this section of the branch levies and collects municipal and school property taxes on all northern properties located outside the boundaries of the two towns and 12 northern villages. The trust account also receives all proceeds from the sale and lease of Crown land in the northern district. These constitute the trust account's major revenue sources.

Revenue collected on behalf of northern hamlets and school divisions are transferred to them for their administration. All revenues from northern settlements and municipal taxation from recreational subdivisions are administered by the trust account on behalf of these settlements and subdivisions. This includes application of these revenues to payment of their respective operating and capital requirements.

Unallocated revenues are retained in the account and are used to fund the Northern Capital Grants Program and to supplement funding under the Northern Revenue Sharing Grants Program.

Table No.7

Northern Revenue Sharing Trust Account
Summary of Taxes Levied and Collected

Taxes Levied	**1986**	**1987**	**1988**
Municipal	$ 365,250	$ 600,292	$ 565,458
School	690,030	1,019,127	1,115,510
	$1,055,280	$1,619,419	$1,680,968
Taxes Collected			
Municipal	$333,168	$ 598,798	$ 525,008
School	631,025	960,507	981,009
	$964,193	$1,559,305	$1,506,017
Tax Collections as a Percentage of Taxes Levied	91.4%	96.3%	89.6%

Table No. 8

Northern Revenue Sharing Trust Account
Statement of Administrative Expenses
for the Year Ended December 31, 1988

Printing and Publications	$ 5,426
Materials and Supplies	1,321
Service Agreements	2,614
Freight	40
Advertising	406
Other Fees and Services	586
DPRC Admin Charges	390,000
	$400,393

Table No. 9

Northern Revenue Sharing Trust Account
Statement of Grants Expenditure
for the Year Ended December 31, 1988

	Northern Revenue Sharing Grants	Northern Capital Grants
Towns		
Creighton	$ 235,485	$ 30,342
La Ronge	325,665	19,249
Northern Villages		
Air Ronge	165,424	94,447
Beauval	239,690	112,359
Buffalo Narrows	372,699	226,656
Cumberland House	326,033	19,477
Denare Beach	235,818	7,110
Green Lake	254,061	200,379
Ile a la Crosse	376,572	190,536
Jans Bay	69,181	25,403
La Loche	620,689	34,900
Pinehouse	263,206	89,365
Sandy Bay	320,135	93,235
Northern Hamlets		
Cole Bay	89,353	13,625
Deschambault	145,313	53,253
Dore Lake	51,496	-
Michel Village	62,573	16,830
Missinipe	51,213	-
Patuanak	77,561	169
Pelican Narrows	213,701	-
St. George's Hill	60,862	-
Southend	74,926	2,087
Stanley Mission	90,977	-
Timber Bay	77,376	38,337
Turnor Lake	112,521	-
Weyakwin	105,332	24,373
Wollaston Lake	102,444	745
Northern Settlements		
Brabant Lake	75,933	-
Carnsell Portage	44,621	-
Descharme Lake	43,467	-
Garson Lake	43,428	18,875
Kinoosao	53,009	-
Sled Lake	42,197	-
Stony Rapids	105,259	-
Sturgeon Landing	42,881	-
Uranium City	85,899	-
Flin Flon Boundary Agreement	15,939	-
Total	$5,672,939	$1,311,752

Northern Revenue Sharing Grants Program

Northern Revenue Sharing is a program in which the provincial government transfers part of its revenues to northern communities in the form of unconditional grants. These grants are comprised of two components: a per capita component that reflects the communities' populations: and a foundation component that raises revenues of northern municipalities to a level that allows them to provide services comparable to southern communities of equal size.

The formula also takes into consideration the higher costs of providing services in northern areas largely due to higher transportation costs. A supplementary amount is included in the foundation component to recognize costs associated with provision of water and sewer services.

Table No. 10

Northern Revenue Sharing Grants Paid

	1986-87	1987-88	1988-89
Towns	$ 537,048	$ 537,048	$ 561,150
Northern Villages	3,035,505	3,035,505	3,243,508
Northern Hamlets	1,059,938	1,162,381	1,315,647
Northern Settlements	605,242	502,798	536,695
Flin Flon Boundary Agreement	13,487	14,497	15,939
	$5,251,220	$5,252,229	$5,672,939

Northern Capital Grants Program

The Northern Capital Grants Program is a five-year, $6.3 million program that began January 1, 1988, to assist northern municipalities with constructing and upgrading municipal facilities and acquiring equipment. The program was renewed when the previous five-year capital grants program expired on December 31, 1987.

Northern towns, villages, hamlets and settlements are eligible to receive approximately $250 per capita over the five-year term of the program.

The grant provides up to 90 per cent of the capital costs on approved projects and may be combined with other provincial or federal grants to maximize project opportunities. The program is entirely funded from the general revenues of the Northern Revenue Sharing Trust Account.

Table No. 11

Number of Projects Funded	1986-87	1987-88	1988-89
Towns	33	21	9
Northern Villages	26	24	33
Northern Hamlets	13	25	14
Northern Settlements	8	4	5
	80	74	61
Grant Payments:			
Towns	$ 608,686	$ 364,660	$ 89,263
Northern Villages	669,376	468,452	1,157,298
Northern Hamlets	157,858	274,343	115,491
Northern Settlements	76,202	37,165	41,798
	$1,512,122	$1,144,620	$1,403,850

Board of Examiners

The Board of Examiners (Urban), appointed under the provisions of **The Department of Urban Affairs Act**, is responsible for issuing certificates of qualification to clerks, treasurers, and administrators of urban municipalities, and to others who qualify for these offices.

The board consists of three members. One member, who serves as chairman, is appointed to represent Saskatchewan Urban Affairs. One nominee is from the Saskatchewan Urban Municipalities Association, and one nominee is from the Urban Municipal Administrators Association.

As of March 31, 1989, the members of the board were:

Keith Schneider, Chairman
Wally L. Herman, Humboldt, representing UMAAS
Jim Mills, Elrose, representing SUMA.

The board secretary is Linda Barnes of Saskatchewan Urban Affairs.

During the year under review, the following transpired:

Class "D": 5 certificates were issued,

Class "C": 32 certificates were issued; 1 application denied,

Class "A": 6 certificates were issued; 10 applications denied.

Superior "A": 1 application was issued,

Administration Permits: 1 permit was issued,

Audit Authorizations: 2 audit authorizations were issued.

Legislation Administered by Urban Affairs

Assessment Management Agency Act
Border Areas Act
Community Capital Fund Program Act
Community Planning Profession Act
Controverted Municipal Elections Act*
Cut Knife Reference Act
Department of Urban Affairs Act
Flin-Flon Extension of Boundaries Act, 1952
Gas and Electrical Rates (Public Corporations) Act
Industrial Towns Act
Lloydminster Municipal Amalgamation Act, 1930
Local Government Election Act
Local Improvements Act
Municipal Board Act
Municipal Debentures Repayment Act
Municipal Development and Loan (Saskatchewan) Act
Municipal Expropriation Act*
Municipal Improvements Assistance (Saskatchewan) Act*
Municipal Industrial Development Corporations Act
Municipal Reference Act*
Municipal Revenue Sharing Act*
Northern Municipalities Act
Northern Saskatchewan Economic Development Act
Planning and Development Act, 1983
Provincial Capital Fund Program Act
Saskatchewan Assessment Act
Tax Enforcement Act*
Time Act*
Urban Municipal Administrators Act
Urban Municipality Act, 1984

*Jointly administered with Saskatchewan Rural Development

Listing of Urban and Northern Municipalities by Type

Cities

Estevan
Lloydminster
Melfort
Melville
Moose Jaw
North Battleford
Prince Albert
Regina
Saskatoon
Swift Current
Weyburn
Yorkton

Towns

Aberdeen
Alameda
Allan
Arborfield
Arcola
Asquith
Assiniboia

Balcarres
Balgonie
Battleford
Bengough
Bienfait
Biggar
Big River
Birch Hills
Blaine Lake
Bredenbury
Broadview
Bruno
Burstall

Cabri
Canora
Carlyle
Carnduff
Carrot River
Central Butte
Choiceland
Churchbridge
Colonsay
Coronach
Craik
Cudworth
Cupar
Cut Knife

Dalmeny
Davidson
Delisle
Duck Lake
Dundurn

Eastend
Eatonia
Elrose
Esterhazy
Eston

Fleming
Foam Lake
Fort Qu'Appelle
Francis

Govan
Gravelbourg
Grenfell
Gull Lake

Hafford
Hanley
Herbert
Hudson Bay
Humboldt

Imperial
Indian Head
Ituna

Kamsack
Kelvington
Kerrobert
Kindersley
Kinistino
Kipling
Kyle

Lafleche
Lampman
Langenburg
Langham
Lanigan
Lashburn
Leader
Lemberg
Leroy
Lumsden
Luseland

Macklin
Maidstone
Maple Creek
Martensville
Meadow Lake
Midale
Milestone
Moosomin
Morse
Mossbank

Naicam
Nipawin
Nokomis
Norquay

Ogema
Osler
Outlook
Oxbow

Pilot Butte
Ponteix
Porcupine Plain
Preeceville

Qu'Appelle

Radisson
Radville
Raymore
Redvers
Regina Beach
Rocanville
Rockglen
Rosetown
Rose Valley
Rosthern
Rouleau

Saltcoats
Scott
Shaunavon
Shellbrook
Sintaluta
Southey
Spiritwood
Springside
Star City
Stoughton
Strasbourg
Sturgis

St. Walburg

Tisdale
Turtleford

Unity

Vonda

Wadena
Wakaw
Waldheim
Wapella
Warman
Watrous
Watson
Wawota
Whitewood
Wilkie
Willow Bunch
Wolseley
Wynyard

Yellow Grass

Zealandia

Northern Towns

Creighton

La Ronge

Villages

Abbey
Abernethy
Adanac
Admiral
Albertville
Alida
Alsask
Alvena
Aneroid
Annaheim
Antler
Archerwill
Arelee
Arran
Atwater
Avonlea
Aylesbury
Aylsham

Bangor

Beatty
Beechy
Belle Plaine
Benson
Bethune
Birsay
Bjorkdale
Bladworth
Borden
Bounty
Bracken
Bradwell
Briercrest
Brock
Broderick
Brownlee
Buchanan
Buena Vista
Bulyea

Cadillac
Calder
Cando
Canwood
Carievale
Carmichael
Caronport
Carragana
Ceylon
Chamberlain
Chaplin
Christopher Lake
Clavet
Climax
Coderre
Codette
Coleville
Colgate
Conquest
Consul
Craven
Creelman

Dafoe
Debden
Denholm
Denzil
Dilke
Dinsmore
Disley
Dodsland
Dollard
Dorintosh
Domremy
Drake
Drinkwater
Dubuc
Duff
Duval
Dysart

Earl Grey
Ebenezer
Edam
Edenwold
Elbow
Elfros
Elstow
Endeavour
Englefeld
Ernfold
Evesham
Eyebrow

Fairlight
Fenwood
Fife Lake
Fillmore
Findlater
Flaxcombe
Forget
Fosston
Fox Valley
Frobisher
Frontier

Gainsborough
Gerald
Girvin
Gladmar
Glaslyn
Glenavon
Glen Ewen
Glenside
Glentworth
Glidden
Glden Prairie
Goodeve
Goodsoil
Goodwater
Grand Coulee
Grayson
Guernsey

Hague
Halbrite
Handel
Hardy
Harris
Hawarden
Hazenmore
Hazlet
Hepburn
Herschel
Heward
Hodgeville
Holdfast
Hubbard
Hyas

Insinger
Invermay

Jansen
Jedburgh

Keeler
Kelfield
Kelliher
Kenaston
Kenosee Lake
Kendal
Kennedy
Khedive
Killaly
Kincaid
Kinley
Kisbey
Krydor

Laird
Lake Alma
Lake Lenore
Lancer
Landis
Lang
Leask
Lebret
Leoville
Leross
Leslie
Lestock
Liberty
Limerick
Lintlaw
Lipton
Lockwood
Loon Lake
Loreburn
Love
Loverna
Lucky Lake

MacNutt
Macoun
Macrorie
Madison
Major
Makwa
Mankota
Manor
Mantario
Marcelin
Marengo
Margo
Markinch
Marquis
Marsden
Marshall
Maryfield
Maymont
Mazenod
McLean
McTaggart
Meacham
Meath Park
Medstead
Mendham
Meota
Mervin
Meyronne
Middle Lake
Milden
Minton
Mistatim
Montmartre
Mortlach
Muenster

Neilburg
Netherhill
Neudorf
Neville
North Portal

Odessa
Osage

Paddockwood
Palmer
Pangman
Paradise Hill
Parkside
Paynton
Pelly
Pennant
Pense
Penzance
Perdue
Piapot
Pierceland
Pilger
Plato
Pleasantdale
Plenty
Plunkett
Prelate
Primate
Prud'homme
Punnichy

Quill Lake
Quinton

Rabbit Lake
Rama
Rhein
Richard
Richmound
Ridgedale
Riverhurst
Robsart
Roche Percee
Rockhaven
Ruddell
Rush Lake
Ruthilda

Salvador
Sceptre
Sedley
Semans
Senlac
Shackleton
Shamrock
Sheho
Shell Lake
Silton
Simpson
Smeaton
Smiley
Sovereign
Spalding
Speers
Spring Valley
Springwater
Spruce Lake
Spy Hill
St. Benedict
St. Brieux
Stenen
Stewart Valley
St. Gregor
St. Louis
Stockholm
Stornoway
Storthoaks
Strongfield
St. Victor
Success

Tantallon
Tessie
Theodore
Togo
Tompkins
Torquay
Tramping Lake
Tribune
Tugaske
Tuxford

Val Marie
Valparaiso
Vanguard
Vanscoy
Vawn
Veregin
Vibank
Viceroy
Viscount

Waldeck
Waldron
Waseca
Webb
Weekes
Weirdale
Weldon
Welwyn
West Bend
White City
White Fox
Wilcox
Willowbrook
Windhorst
Wiseton
Wishart
Wood Mountain
Woodrow
Wroxton

Yarbo
Yellow Creek
Young

Zelma
Zenon Park

Resort Villages

Alice Beach
Aquadeo
Beaver Flat
Big Shell
Bird's Point
B-Say-Tah
Candle Lake
Chitek Lake
Cochin
Coteau Beach
Echo Bay
Etters Beach
Fort San
Geln Harbour
Grandview Beach
Greig Lake
Kannata Valley
Katepwa Beach
Kivimaa-Moonlight Bay
Lumsden Beach
Manitou Beach
Melville Beach
Metinota
Mistusinne
North Grove
Pebble Baye
Pelican Pointe
Sandy Beach
Saskatchewan Beach
Shields
South Lake
Sunset Cove
Sun Valley
Thode
Tobin Lake
Wakaw Lake
Wee Too Beach
West End

Northern Villages

Air Ronge
Beauval
Buffalo Narrows
Cumberland House
Denare Beach
Green Lake
Ile a La Crosse
Jans Bay
La Loche
Pelican Narrows
Pinehouse
Sandy Bay

Northern Hamlets

Cole Bay
Deschambault Lake
Dore Lake
Michel Village
Missinipe
Patuanak
Southend
St. George's Hill
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Turnor Lake
Weyakwin
Wollaston Lake